

**The American Society for Public Administration
Hampton Roads Chapter
Council Meeting**

**Date: July 19, 2012
Time: 9:00 AM – 10:00 AM
Location: Conference Call**

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| Prepared by: | Michelle San Anton | | | | |
| Attendees: | ✓ = Present; E = Prior Notification of Absence; A = Absent; D = Early Dismissal | | | | |
| Susan Perry | ✓ | John Dunning | ✓ | Michelle San Anton | ✓ |
| Adale Martin | ✓ | Beverly Grainger | ✓ | Charlie Mills | ✓ |
| David Chapman | ✓ | Earl Ford | A | Gary Roberts | ✓ |
| Stephen Gordon | ✓ | Janet Read | E | Jeff Waechter | E |
| Jim Popielec | ✓ | Robert Kenter | A | Kim Smith | E |
| Linda Harmon | E | Robert Morin | E | Ryan Henderson | ✓ |
| Ted Bartlett | ✓ | Valerie Walker | D | | |

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| Topic: | Assignments | | |
| | Discussion, Conclusion, Recommendations: | | |
| 1 | Susan Perry asked for and received council approval for the following appointments: <ul style="list-style-type: none"> • Michelle San Anton, Secretary, replacing John Dunning • Charlie Mills, moving from Finance to Awards Committee Chair • Betty Myers as Finance Committee Chair | | |
| 2 | Charlie Mills asked for the background on the awards committee and criteria. John Dunning will send. He also asked for committee volunteers. Gary Roberts and Adale Martin agree to serve on the committee. | | |
| 3 | Janet Read and Charlie Mills will continue to serve on the Finance Committee. Betty Myers asked for the financial statements. Susan Perry will send them to her. | | |
| | Action items: | Person responsible: | Deadline: |
| 1 | Send Awards Committee Information to Charlie Mills | John Dunning | N/A |
| 2 | Send Financial Statements to Betty Myers | Susan Perry | N/A |

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| Topic: | Reports |
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| Discussion, Conclusion, Recommendations: | |
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| 1 | Treasurer's report was not given as Janet Read is on vacation. Susan Perry will forward copies of the report when received. |
| 2 | Membership. (Valerie Walker) reported that there are currently 144 members, this is an increase from April (127) but lower than last year (165). Of our members 57 are students and 32 live on the Peninsula. Valerie stated that there are several ASPA members signed up under the Virginia Chapter and urged HR Chapter members to reach out to any of them known to you to switch to the HR Chapter. |
| 3 | Finance (Charlie Mills) – no report |
| 4 | Marketing (Kim Smith, not on call) – no report |
| 5 | Web Administration - David Chapman reported that most of the web site traffic occurs in September (beginning of program year) and in March, prior to the symposium. David asked all to please check the web site to insure your data is correct. Please remember to send pictures to David on events. He discussed the possibility of creating a work area for chapter files. He will send around a survey asking the council about their capabilities and then make a recommendation, such as Drop Box or another tool. |
| 6 | Strategic Plan - Jim Popielec reported that the goal for sub-committee completion was October. He mentioned that Jacob Lacy, is taking a job in Northern Virginia and would have to be replaced – his committee is “How do we improve programs and services to our stakeholders?” Ted Bartlett agreed to serve on the committee. Gary Roberts, Adale Martin and Rob Kenter are currently on the sub-committee. The overall plan will be presented to the general membership in November. |
| 7 | <p>Program Committee – Susan and Stephen Gordon discussed the proposed program for the coming year:</p> <ul style="list-style-type: none"> • Theme – the council agreed to have the theme of Governance and Sustainability, which is the same theme as ASPA National. • September 20th general membership meeting – we will use the topic of Governance and Sustainability - Stephen will look for speaker (perhaps Chris O'Brien – if he can't do this we will look for another speaker). Susan asked for a volunteer to chair and organize the event. Jim Popielec and Charlie Mills agreed to assist if a volunteer can't be found. John Dunning noted that Jim Popielec will be the Chair for the November event for the Strategic Plan. Susan will contact council members not present at the meeting. The chair will be responsible for the logistics such as room setup and menu. Janet Read will book the Holiday Inn Select for the event. • October Student Forum - open date - - Stephen Gordon will work with Beverly Grainger on the event. Looking at Internships. Susan suggested inviting general members to learn about the benefits of internships and who might sponsor internships. They will be meeting next week to develop some ideas and plans. • November 15th general membership meeting - The focus of the event will be on the Strategic Plan and to present the action items to the general membership. Jim Popielic will chair. Janet Read will book the Holiday Inn Select for the event. • December – possible joint event with COMPA; Susan will contact Linda, COMPA President. • January 17th forum - evening event on the Peninsula - keep the Governance and Sustainability theme - ask Valerie Walker for recommendations for someone from the Peninsula to chair the event. We will look for a format similar to the Marker 21 social |

| | <p>hour that was held last year. Stephen Gordon will check to see if one of the ODU students who lives on the Peninsula would be willing to organize the event. The chair will be responsible for reserving a room, scheduling two speakers, producing a flyer, and any other logistics.</p> <ul style="list-style-type: none"> • March 21st Symposium – The discussion focused on having a panel style, keeping with the theme of Governance and Sustainability. Possible speakers from the Cities of Norfolk and Virginia Beach, DoD, and/or ODU. Ted mentioned that Virginia Beach has sustainability as one of their strategic goals. This fits with the focus in Norfolk. Janet Read will book the Holiday Inn Select. • May 9th Awards Luncheon - Need to insure that we start in January since the late start last year might have been reason for lowered participation. Janet Read will book the Holiday Inn Select for the event. When discussing the difficulty of identifying the under 40 for the House Award, Betty Myer asked about the military. John Dunning mentioned that the award criteria specifies work with the general public, which be a limiter, as most of the military work within their organizations vs. the general public. Perhaps we need to look at changing the criteria. The question was raised whether we had focused on non-profit organizations. In general we haven't. Adale Martin mentioned that there are several organizations that focus on young practitioners. Perhaps we should reach out to these organizations. She will provide input to the committee. | | |
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| Action items: | | Person responsible: | Deadline: |
| 1 | Send list of ASPA Virginia Chapter Members to Council. | Valerie Walker | Done |
| 2 | Check your information on the web site and let David Chapman know if corrections are needed | All | 8/15/12 |
| 3 | Send survey to council members about their technical abilities in regards to file sharing | David Chapman | 8/17/12 |
| 4 | Contact COMPA President about December event | Susan Perry | 8/31/12 |
| 5 | Ask ODU student living on peninsula to organize/assist with January event | Stephen Gordon | 8/17/12 |

| Topic: | Open Discussion/New Business | | |
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| Discussion, Conclusion, Recommendations: | | | |
| 1 | Newsletter – Susan Perry mentioned the need for a newsletter. It was generally agreed that we need at least three persons to organize and publish. Ted Bartlett, Michelle San Anton and Beverly Grainger agreed to be on the team. Adale stated that she produced the newsletter about three years ago and it was done through MS Publisher. Adale suggested that Council should decide what the expectations of the newsletter will be and to determine a budget item for this. Susan Perry would like to use this as marketing tool. | | |
| 2 | There was no new business. Susan Perry said the next council meeting will be at the end of August. Most agreed that mornings are the best time. Meeting adjourned 9:45. | | |
| Action items: | | Person responsible: | Deadline: |
| 1 | Send date/time schedule options for next meeting through Doodle.com | Susan Perry | Done |

Other information

Next Meeting: TBD